Create a Payment Voucher

How to Create a Payment Voucher in Muhasib ERP

Overview

This guide will help you record an approved outgoing cash or bank movement with the correct debit classification and evidence.

Muhasib records the outgoing voucher and corresponding accounting movement.

Who can do this

You need access to Payment Voucher plus account, payment-method, location, and approval.

Before you start

Confirm payee, purpose, date, amount, debit account, paying account, reference, evidence, tax/deduction treatment, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Expenses & Vouchers → Transactions → Payment Voucher.

Create a Payment Voucher

Step 1: Start a new payment voucher

Step 2: Enter date, payee, reference, and narration

Step 3: Select the correct debit/purpose account

Step 4: Select payment method and paying cash/bank account

Step 5: Enter amount and authorized tax/deductions

Step 6: Review debit/credit direction, evidence, and approval

Step 7: Save once and print if required

Check your work

Compare and Confirm voucher, evidence, payee, debit account, cash/bank credit, tax/deductions, and printed total.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not use a voucher to bypass supplier or expense subledgers.
- Search by reference before retrying.

Related guides

- Create a Receipt Voucher
- Review, Update, or Correct a Voucher
- Understand Expense Entries and Vouchers

What to do next

Create a Receipt Voucher.

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